

JOB DESCRIPTION

Job Title:	Refocus Lead
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Assistant Headteacher
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/Carers/Advocates, External Stakeholders

Job Purpose:

- To work with the pastoral team to provide effective pastoral care for years 7-11 ensuring all students can achieve in a safe and supportive environment.
- To coordinate the effective running of the refocus room.

Key Responsibilities

- Provide support and advice to students, promoting their social care and personal development with respect to learning.
- Responsibility for ensuring the health and safety of students in line with school and Trust policies.
- Respond to and take appropriate steps to resolve relationship issues between students.
- Monitor attendance of detentions and communicate home where appropriate.
- Follow up attendance matters, including for agreed students.
- Home/school liaison.
- Where requested, investigate, and collate statements from students regarding incidents following up directly where appropriate.
- Issue, collect and follow up target cards/reports for identified students and liaise with staff/ parents for specific students.
- Use Classcharts to track and monitor student behaviour and progress, conducting interventions for specific students when required.
- Contribute to pastoral support plans as required.
- Contribute to the overall ethos/work/aims of the school.
- Work with other members of the pastoral team, to be an enthusiastic champion of the school and to promote the vision, sense of purpose and school character.
- Be aware of and comply with all school policies and procedures in particular those relating to safeguarding reporting and dealing with any concerns as appropriate.
- Be aware of and comply with ATLP policies and procedures relating to child protection, health, safety and confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain strong relationships with parents/carers.

- Strictly adhere the rules governing confidential information relating to students and the school in line with data protection- GDPR.
- Responsible for promoting and safeguarding the welfare of students who you are responsible for or come in contact with.
- Support the development and effectiveness of teamwork within the pastoral team.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Attend relevant meetings as required.
- All other duties commensurate with the grade and responsibility of the post.

Safeguarding and Data Protection:

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Additional conditions:

- Create and maintain positive and supportive relationships with staff, parents, businesses, community and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post holder will be required to promote, monitor and maintain health, safety and security in the workplace, to include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety policies and Internet Code of Practice
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Refocus Lead

Method of Assessment (MOA):

AF – Application form

I – Interview

CRITERIA	Essential	Desirable	M.O.A.
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE or equivalent in Maths and English Qualification or experience in youth or social work 		AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Experience of working in a school or college environment or experience of working with children or young people in a different setting Understanding of the principles regarding safeguarding of children Experience of dealing with challenging situations with young people Experience of mediating with children or young people 	<ul style="list-style-type: none"> Experience of mediating with or young people Experience of working in a fast paced environment Experience of liaison with parents or carers 	AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work as part of a team Ability to work using your own initiative Ability to ability to communicate verbally and in writing with different audiences Negotiating and mediation skills Ability to deal with challenging situations Ability to prioritise and manage conflicting workloads and deadlines 		AF/I
TRAINING	<ul style="list-style-type: none"> Willingness to participate in further training and development opportunities offered by the school/Partnership 		AF/I

OTHER	<ul style="list-style-type: none"> • Ability to be flexible regarding working hours should the need arise 		AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or • vulnerable adults 		AF/I